



The Commonwealth of Massachusetts
Executive Office of Health and Human Services

EOHHS POS Policy: POS Provider Staff Salary Snapshot Reports

Date Last Revised: July 15, 2014

Issue Date: July 15, 2014

Purpose and Scope

The purpose of this policy document is to set forth the conditions under which purchase of service (POS) providers are required to provide annual payroll snapshot information to the Executive Office of Health and Human Services (EOHHS). Any provider being paid via a rate established under regulation (101 CMR 400 series, 114.4 CMR series, certain regulations in the 101 CMR 300 series, certain regulations in the 114.3 CMR series, or 114.5 CMR 4.00) is subject to the provisions of that regulation which require the submission of additional information as requested.

Since rate-regulated contracts will no longer require the inclusion of detailed Attachment 3 line-item budget information, EOHHS will replace a portion of that information via a regular, centralized report of provider staffing and salary levels, described further below. This data will be used to inform and streamline future rate review projects, to allow EOHHS to track the impact of Chapter 257 on direct care salaries, and to support ongoing agency contract management.

This policy and procedure governs relevant programs of the following EOHHS constituent agencies:

Department of Mental Health

Department of Developmental Services

Department of Transitional Assistance

Department of Children and Families

Executive Office of Elder Affairs

Department of Public Health

Department of Youth Services

Executive Office of Health and Human Services

Massachusetts Commission for the Blind

Massachusetts Commission for the Deaf and Hard of Hearing

Massachusetts Rehabilitation Commission

Policy

Chapter 257 of the Acts of 2008 places authority for the determination of reimbursement rates for social service programs with the Secretary of EOHHS. As rates are established for a program, contracts are either amended or repurchased to reference the regulation which sets forth the rates. As rates are reviewed and updated, the revised rates will be incorporated in the contracts. Direct care salaries and benefits encompass more than 65% of provider costs, and are a key factor to consider in developing and updating the underlying rates. Current data sources are not consistent, or timely. In addition, there is a recurring policy question around documenting the impact of Chapter 257 rates on direct care salaries.

In response to the identified need for supporting data, any POS provider that has any contract referencing rates established in the 101 CMR 400 series, the 114.4 CMR series, certain regulations in the 101 CMR 300 series, certain regulations in the 114.3 CMR series, or 114.5 CMR 4.00 is subject to the policy and procedure established herein for all contracts with the EOHHS constituent agencies, including those which may not presently be paid via a regulated rate. Summarized staffing levels and salary information will be submitted annually for all staff employed as of the first pay period in July. Reports will be due by November 15th for all providers, regardless of UFR filing deadline.

Procedure

Interim Excel Templates

While EOHHS develops a more permanent database solution, Excel templates will be used to gather employee-level information. The included fields are described in Appendix A. Care was taken to limit requests to fields that should be readily available from standard payroll management systems, with the intent of minimizing impact on providers. All individuals employed as of the first pay period in July should be grouped together by job title and contract, along with the total base hours worked by the group in the pay period, the total wages paid, the calculated average hourly wage and FTE, and the minimum and maximum hourly rate paid within the group. No vacancies should be included. Completed templates should be emailed to EOHHSPOSPolicyOffice@MassMail.State.MA.US. Templates will be incorporated in an Access database. EOHHS will coordinate with constituent agencies to review submissions and identify omissions.

Long-Term Provider Salary Database

EOHHS is working to develop an online database to receive salary report submissions. Data submitted in prior periods will be incorporated in the database, and the intent is to prioritize electronic submission of bulk data rather than developing data-entry screens alone.

Initial Reports with July 2014 Salary Information Due by November 15, 2014

The first submissions of salary templates with information as of July 2014 are due to EOHHS by November 15, 2014.

REFERENCES

Chapter 257 of the Acts of 2008 – <http://www.mass.gov/legis/laws/seslaw08/sl080257.htm>

Executive Office of Health and Human Services, Determination of rates of payment –

<http://www.malegislature.gov/Laws/GeneralLaws/PartI/TitleXVII/Chapter118E/Section13C>

APPENDIX A – DATA FIELDS IN EXCEL TEMPLATE

FIELD	TYPE	DESCRIPTION
Provider Name	Text	Name of Organization filing report
FEIN	#	Federal Employer Identification Number of Organization
Snapshot Date	Date	The end date of the pay period in July used for the snapshot information
Working Title	Text	Internal title used by a provider for a particular position
UFR Title	Drop-Down	Applicable UFR title for the group
Activity Code	General	Primary activity code which pays for the employees' salaries
Contract Number	General	20-digit contract number which is primary source for employees' salaries
Department	Drop-Down	EOHHS agency that funds the contract
Total Employees in Title	#	Total number of individual employees that share the same Contract Number, Activity Code, Working Title and UFR Title
Total Regular Weekly Hours	#	Total regularly scheduled hours worked by the represented employees in a position in the snapshot week, excluding overtime
Total Regular Weekly Wages	\$	Total base pay for hours reported as Regular Weekly Hours
Average Hourly Wages	\$	Calculated field based on entries for Regular Weekly Hours and Wages
Minimum Hourly Wage for Position	\$	The lowest hourly rate paid to the represented employees
Maximum Hourly Wage for Position	\$	The highest hourly rate paid to the represented employees
Hours for Full Time in Org.	#	The number of hours considered "full-time" in an organization. Most will be 37.5-40 hours.
FTEs in Position	#	Calculated field based on entries for Total Regular Weekly Hours and Hours for Full-Time in Org.